

10 JUL 1980

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MEMORANDUM FOR: Deputy Director for Administration  
FROM:   
Chief, Information Services Staff  
SUBJECT: ISS Weekly Report (3-9 July 1980)

Chief and Deputy Chief, ISS briefed DDS&T representatives on the MI Career Subgroup.

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Classification Review Division

CRD processed over 22,000 pages of material and declassified 4.5 percent.

Regulations Control Division

RCD processed 16 regulatory issuances and many requests for past issuances.

RCD, ODP, and OS representatives met to discuss the OS plan to obtain a word processing system and the impact this would have on RCD. OS provides information to RCD via IBM mag cards. ODP is currently studying RCD requirements for a word processing system and this was an attempt to be sure that there will be compatibility between the new systems.

Records Management Division

RMD and Office of Current Operations (OCO) representatives met to discuss requirements for an ADP system for OCO which would help in distributing intelligence documents.

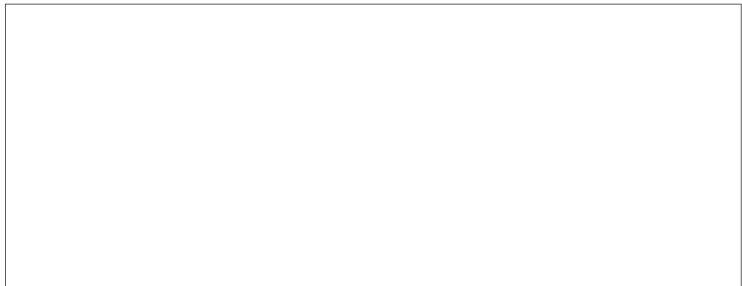
GSA has granted the Agency a five-year extension of clearance for continued use of the Consolidated Intelligence Resources Information System report. This report is used to gather information from other government agencies on behalf of the Resource Management Staff.

Information and Privacy Division

A separate report is attached.

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Attachment



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10 July 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]  
Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (3-9 July)

- | 1. <u>The Week in Review</u>   | <u>3-9 Jul</u> | <u>1980 Weekly Average</u> |
|--------------------------------|----------------|----------------------------|
| a. New cases logged            | 57             | 62.3                       |
| b. Cases closed                | 19             | 53.4                       |
| c. New appeals logged          | 4              | 2.1                        |
| d. Appeals closed              | 2              | 2.9                        |
| e. Manpower (man-weeks)        | 118.6          | 122.4                      |
| 2. <u>Current Backlogs</u>     |                |                            |
| a. Initial requests - 2892     |                |                            |
| b. Appeals - 395               |                |                            |
| 3. <u>Spotlighted Requests</u> |                |                            |

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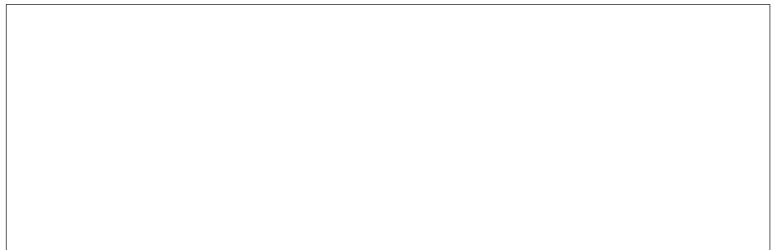
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b. The low number of cases closed out this week (19) reflects the fact that IPD is getting very few component responses. When components have completed action on requests, it would be appreciated if they would promptly forward the results to IPD.

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